

NEW JERSEY MODEL AGREEMENT
FOR SCHOOL-SPONSORED, PAID COOPERATIVE EDUCATION EXPERIENCES,
APPRENTICESHIPS & INTERNSHIPS (HAZARDOUS & NON-HAZARDOUS)

(N.J.A.C. Title 6A, Chapter 8, Standards and Assessment for Student Achievement, 6A:8-3.2, Career Awareness and Exploration and Chapter 19 Vocational-Technical Education Programs and Standards 6A:19-6.5 and 6.6, Cooperative vocational-technical education programs)

PART I: STUDENT LEARNER INFORMATION

Student#: _____ Student Learner Name: _____

SS#: _____ Date of Birth: _____ Career Cluster: _____

Name of NJDOE-approved Vocational-Technical Education Program in which the Student Learner is enrolled:

_____ CIP Code: _____

Student Learner Address: _____ City: _____

State: _____ Zip: _____ Home Phone: _____ Job Title: _____

Business/Agency Name: _____ Employer ID #: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Work Site Mentor Name: _____

Start Date: _____ End Date: _____ Credits: _____ Wages: _____

Hours of Daily Work: From _____ to _____ Weekend: From _____ to _____

IS THIS A HAZARDOUS OCCUPATION PLACEMENT? Yes ___ No ___

EMERGENCY CONTACT INFO: Name: _____ Day Phone: _____

PART 2: SCHOOL ADMINISTRATOR AND BUSINESS/AGENCY RESPONSIBILITIES

As per *New Jersey Administrative Code, Title 6A, Chapter 19, Vocational-Technical Education Programs and Standards*, the **school district** agrees to ensure that (*N.J.A.C. 6A:19-6.5 and N.J.A.C. 6A:19-6.6*):

- (1) The student learner shall be at least 16 years of age;
- (2) All structured learning experiences shall adhere to applicable State and Federal Child Labor Laws and other regulations of the Federal and State Departments of Education and Labor;
- (3) The training site development and student placement shall be the responsibility of the teacher or other appropriately licensed school personnel assigned by the LEA; the district will provide the appropriate student supervision through district employees of the student learner on the job for a minimum of 30 minutes every two weeks; the training site shall be registered with the Department of Education;
- (4) The site assignment shall constitute a training and learning situation; shall include assurances that the training site selection provides opportunity for a progressive structured training environment; shall be developed with a training plan that identifies training site experiences, program objectives, individual responsibilities and measurable outcomes; the teacher, in conjunction with the employer, shall determine the student learner's continuation, termination or change in job assignment;
- (5) Student learner training site experiences will not be more than five hours per school day and that the combination of school and work does not exceed eight hours on any one day; the student learner shall not work for more than six consecutive days, and the combination of hours for school instruction and employment training during this period may not

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exceed 40 hours per week; an average of 15 hours per week shall be worked during the approved period of the program; work periods and school attendance that may be on alternate half-days, full-days, weeks or other periods of time in fulfilling the cooperative education agreement;

- (6) Transportation of the student learner to and from the cooperative education training site shall be the responsibility of the student, unless otherwise required under the terms of *N.J.A.C. 6A:14, Special education*; student learners under 18 years of age shall not drive as part of their job responsibilities; if a licensed (driver) student learner, 18 years of age or older, drives on an incidental basis only as part of the job responsibility, insurance shall be provided by the employer; *and*
- (7) The on-the-job training shall will be conducted in a manner not resulting in the exploitation of student learner and will comply with applicable safety and health standards; the student learner may not displace a full-time worker; when the student learner is employed in a hazardous occupation governed by State and Federal exemptions to the child labor laws, such work shall be intermittent and for short periods of time, and under the direct and close supervision of a qualified and experienced person at the training site; the student learner may not be employed in any occupation or use any tool prohibited pursuant to *N.J.S.A. 34:2-21.17, Prohibited employments for minors* and *N.J.A.C. 12:58-3, Occupations Prohibited to Minors Under 16 Years of Age* and *N.J.A.C. 12:58-4, Occupations Prohibited to Minors Under 18 Years of Age*.

In compliance with the **NJ Department of Labor Child Labor Laws**, the **school district and business/agency** will ensure that the student learner and parent or guardian understand that the student learner is not entitled an offer of employment at the conclusion of the paid cooperative education experience.

Name/Title of School Administrator _____

Signature: _____

Date: _____ District/School Code _____ Name of

District: _____

Mailing

Address: _____ Phone _____ Fax _____

Name/Title of Business/Agency Officer _____

Signature: _____

Date: _____ Employer ID# _____ Name of Business/Agency _____

Mailing Address _____ Phone _____ Fax _____

INSURANCE STATEMENT: The school district and the employer/agency agree to provide copies of their respective insurance certificates prior to the start of the paid cooperative education/apprenticeship/internship experience. It is also agreed that the employer/agency will cover the student learner with all applicable insurances and workers compensation for employees as is required by the State of New Jersey.

PART 3: STUDENT LEARNER RESPONSIBILITIES

I agree to follow the conditions of the paid cooperative education experience listed below:

- (1) I will maintain regular attendance both in school and on the cooperative education experience site, complete and file assessment reports, and notify the school and workplace mentor if I am unable to report to the cooperative education experience site.
- (2) I will demonstrate honesty, punctuality, courtesy, cooperative attitude, proper health and grooming habits, appropriate dress and willingness to learn.

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- (3) I will talk to the appropriate school personnel or workplace mentor about any difficulties arising during cooperative education experience.
- (4) I will obey the rules and regulations of the workplace and comply with the business/agency's business practices and procedures.
- (5) I will furnish the district staff person with all necessary information, complete all reports, and keep a daily record of time and educational/training activities. I understand that I will receive school credit only if assignments, time sheets and evaluations are satisfactorily completed.
- (6) I will work to acquire the knowledge and skills as outlined in the attached student training plan.

In compliance with the **NJ Department of Labor Child Labor Laws**, I understand that I am not entitled an offer of employment at the conclusion of the paid cooperative education experience.

SIGNATURE OF STUDENT: _____ **Date:** _____

PART 4: PARENT/GUARDIAN RESPONSIBILITIES

I agree to the following conditions of the paid cooperative education experience:

- (1) I will encourage my child or ward to effectively carry out the cooperative education assignments and responsibilities as outlined in the attached student training plan.
- (2) I will assist my child or ward to obtain transportation to and from the cooperative education experience site.
- (3) I will assist my child or ward to keep on schedule and to develop an understanding of the necessity of developing good work habits.
- (4) I will report any concerns raised by my child or ward regarding the paid cooperative education experience to the supervising teacher.

In compliance with the **NJ Department of Labor Child Labor Laws**, I understand that my child or ward is not entitled an offer of employment at the conclusion of the paid cooperative education experience.

I hereby give my consent for _____ to participate in paid cooperative education experience activities during the current school year.

PARENT/GUARDIAN SIGNATURE: _____ **Date:** _____

PART 5: COMPLETION OF PAID COOPERATIVE EDUCATION EXPERIENCE

Upon completion of the paid cooperative education experience I certify that the student learner has received training in the areas indicated on the attached student training plan:

Student Signature: _____ Date: _____

Employer/Agency Signature: _____ Date: _____

Cooperative Education Coordinator: _____ Date: _____

School Administrator Signature: _____ Date: _____

School Credit Awarded: _____

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ATTACHMENTS: Student Training Plan, Employment Certification, and if the structured learning experience is an apprenticeship, a completed Apprenticeship Agreement/Joint Approval Form.

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NOTE: Attach a copy of the **student learner training plan** (N.J.A.C. 6A:19) and a copy of the student learner's **signed employment certificate** (N.J.S.A. 34:2-21.1) to this document before signatures are gathered for this form. If the student is participating in an apprenticeship training program, then a copy of the **apprenticeship agreement/joint approval form** must also be attached to the completed and signed student learner training plan.

Apprenticeship Agreement/Joint Approval (N.J.A.C. 6A:19-1.2, NJDOE) means a written training agreement between an apprentice and an apprentice sponsor in accordance with approved standards of apprenticeship, as established by the U.S. Department of Labor and the Equal Employment Opportunity in Apprenticeship and Training Act (29 C.F.R. §§ 29.29 and 29.30) and in conformance with the Core Curriculum Content Standards, N.J.A.C. 6A:8-2. This agreement includes the components of the training and is signed by the apprentice, apprentice sponsor, apprentice coordinator, the commissioner [of education] and the Federal Bureau of Apprenticeship and Training representative.

Apprenticeship Training Programs must also include a completed “**Apprenticeship Agreement/Joint Approval**” (N.J.A.C. 6A:19-1.2, NJDOE). Districts should contact their country apprenticeship coordinator to initiate an apprenticeship training program. The county apprenticeship coordinator will process the apprenticeship agreement/joint approval. The county apprenticeship coordinator is located at the county vocational-technical school district.

Employment Certificate (N.J.S.A. 34:2-21.1, NJDOL), [also known as *working papers*], means a certificate granted by the issuing officer authorizing the employment of a child [student under the age of 18] as permitted under this act.

Internship (N.J.A.C. 12:56-18.1, NJDOL) means a program of study for a student which includes supervised practical training.

Training Plan (N.J.A.C. 6A:19, NJDOE) means a plan that identifies training site experiences, program objectives, individual responsibilities and measurable outcomes. The training of all students shall be developed with a training plan. **NOTE:** Training plans for cooperative education experiences, apprenticeship training programs and paid internships must include a list of the major work experiences that the student learner will be trained for and participate in, along with a list of the tools and equipment that the student learner will use during the experience.

This form may be used for the following school-sponsored, paid structured learning experience placements as defined in Section II of the “Guidelines for Structured Learning Experiences”

(http://www.nj.gov/njded/voc/sle_man.htm):

- Apprenticeship training programs
- Cooperative education experiences
- Paid internships

NOTE: Internships may be paid or unpaid structured learning experiences and may occur in hazardous and non-hazardous occupations, as per NJDOE and NJDOL requirements. Unpaid internships may occur in the health field only. In the case of unpaid internships, use the “New Jersey Model Agreement For School-Sponsored, Unpaid Internships (Hazardous & Non-Hazardous)” form.